

MUNICIPAL AUTHORITY OF THE BOROUGH OF PORTAGE
WATER DEPARTMENT
AGENDA FOR JANUARY 19, 2023
ANNUAL MEETING

CALL MEETING TO ORDER:

PLEDGE OF ALLEGIANCE:

ROLL CALL OF MEMBERS -

RECOGNITION OF VISITORS: 5 minutes per visitor

CORRESPONDENCE:

Letter from Portage Borough – Christopher McCall re-appointment to PWA Board.

MINUTES:

A motion to accept the minutes & also dispense with the reading of December, 2022 Minutes being that they are in printed form.

MOTION:

SECOND:

VOTE:

AGENT'S EXPENDITURES: None

MOTION:

SECOND:

VOTE:

INVOICES:

A motion to accept and pay invoices for Board Approval in the amount of \$112,014.29: Paid Bills 12/9/22-\$34,888.21, Paid Bills 12/22/22- \$47,837.15, Paid Bills 12/22/22 - \$9,216.57, Paid Bills 12/28/22 - \$125.00, PennVEST \$3,896.36, USDA \$16,051.00.

MOTION:

SECOND:

VOTE:

TREASURER'S REPORT:

A motion to dispense with the reading of the November 2022 Treasurer's Report as it was distributed in written form to the Board prior to the meeting and accept the Report with a balance of: Beginning Cash \$2,091,628.12, Cash In – \$232,898.30, Cash Out - -\$214,734.30, Ending Cash - \$2,109,792.12.

MOTION:

SECOND:

VOTE:

A motion to dispense with the reading of the December 2022 Treasurer's Report as it was distributed in written form to the Board prior to the meeting and accept the Report with a balance of: Beginning Cash \$2,109,792.12, Cash In – \$216,403.44, Cash Out -\$259,455.73, to adjust to actual - .10, Ending Cash -.\$2,066,739.93.

MOTION:
SECOND:
VOTE:

INTERIM SUPERINTENDENT'S REPORT:

DISTRIBUTION:

1. LEAKS

- *165 Main Street – Cassandra – 2” Service – 303,000 gallons
- *306 Shady Springs Road -4” Main – 50,458 gallons
- *310 Main Street – Portage – ¾” Service – 276,394 gallons
- *1001 Johnson Avenue – Customer’s Service – 226,670 gallons
- *2000 Shadyhill Road – Customer’s Service – 80,000 gallons

2. NEW TAPS

VEHICLES:

2 New 2023 Ford Rangers Ordered – 9/16/22 – Laurel Auto Group

- 1. UNIT #1 2008 Chevy Trailblazer – Inspection \$59.81
- 2. UNIT #2 2015 Ram 1500 – Repairs - \$1,075.95
- 3. UNIT #3 2008 Ford F350 Dump Truck
- 4. UNIT #4 2006 Ford Ranger
- 5. UNIT #6 2013 Ram 3500 Utility Truck
- 6. UNIT #5 2018 John Deere – Backhoe – 4 New Tires \$2,800.00

ADMINISTRATIVE:

- 1. Adjust Rules & Regs
- 2. Lead & Copper – per DEP LCRR
- 3. Well Drilling
- 4. New Residential Meters
- 5. New 2” Meters

PLANT REPORT:

ENGINEER'S REPORT: Joe Beyer, The EAD'S Group

- 1. Emergency Action Plan (EAP)
- 2. Notice of Violations
- 3. Long Range Plan
- 4. Johnson Avenue
- 5. PADEP Well Kick-off Meeting
- 6. Pennvest Project – Dan Mikesic

SOLICITOR'S REPORT: Attorney Carbonara, Raptosh Lehmier & Carbonara

FORESTER'S REPORT: Mike Barton, Forestry Consulting

UNFINISHED BUSINESS:

1. Contract for Garbage with Portage Borough

NEW BUSINESS:

1. Position of Superintendent to be awarded to _____
with salary at _____.

GOOD OF THE ORDER:

PROFIT & LOSS BUDGET vs ACTUAL:

CAPITAL IMPROVEMENTS ACCOUNT REPORT:

VA-CA/SICK/COMP & OVERTIME REPORT:

ADJUSTMENTS FOR THE MONTH:

1. Donald Moore – Johnson Ave, broken flapper, fixed - \$75.60

ADJOURN:

Next Meeting Will Be Held February 16th, 2023 – 6:00 P.M.

ANNUAL MEETING

ELECTION OF OFFICERS:

APPOINTMENT OF CHAIRMAN FOR 2023:

MOTION:
SECOND:
VOTE:

APPOINTMENT OF VICE-CHAIRMAN FOR 2023:

MOTION:
SECOND:
VOTE:

APPOINTMENT OF SECRETARY FOR 2023:

MOTION:
SECOND:
VOTE:

APPOINTMENT OF ASSISTANT SECRETARY FOR 2023:

MOTION:
SECOND:
VOTE:

APPOINTMENT OF TREASURER FOR 2023:

MOTION:
SECOND:
VOTE:

RETAIN:

APPOINTMENT OF DEPOSITOR FOR 2023: 1ST Summit Bank

MOTION:
SECOND:
VOTE:

APPOINTMENT OF AUDITOR FOR 2023: Wessel & Company

MOTION:
SECOND:
VOTE:

APPOINTMENT OF ENGINEER FOR 2023: The EADS Group

MOTION:

SECOND:

VOTE:

APPOINTMENT OF SOLICITOR FOR 2023: Attorney Michael Carbonara – Raptosh Lehmier & Carbonara

MOTION:

SECOND:

VOTE:

APPOINTMENT OF FORESTER FOR 2023: Michael Barton - Forestry Consulting

MOTION:

SECOND:

VOTE:

APPOINTMENT OF RECORDING SECRETARY FOR 2023:

MOTION:

SECOND:

VOTE:

ADJOURNMENT OF ANNUAL MEETING

RECONVENE REGULAR MEETING